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Career Group Specifications
for

DENTIST

83.121 – Dentist: Positions perform professional dental work in the treatment of dental diseases or dental health problems requiring corrective, restorative or preventive measures. Work is performed in State hospitals, institutions and other facilities, for a variety of patients, some of whom present behavioral and communication problems. A position in this class typically works under the general direction of a higher-level dental officer, or other medical administrator, who handles administrative and policy matters and who is available for consultation in cases of unusually severe disease or abnormalities.

83.122 – Dentist Manager: Position serves as branch chief and is responsible for planning, organizing, directing, coordinating and evaluating a statewide direct clinical dental health service program. Such responsibility involves the formulation of policies and procedures for the provision of dental services through community- and institution-based dental clinics; determining budget and staffing requirements; and supervising a staff of dentists and dental assistants. Services are provided to institutionalized and community-placed developmentally disabled clients, mentally ill and communicable disease patients, frail elderly and long-term care residents, and homeless and low income individuals and families.

COMPETENCIES

Job Related Competencies: Knowledge of the principles and practices of dentistry, including operative dentistry, oral surgery, prosthetic dentistry; and the examination, diagnosis, correction and treatment of defects of the teeth and investing tissues.

Initiative: Initiates work independently; does more than is required or expected in the job to improve or enhance products and services; plans ahead for upcoming problems or opportunities and takes appropriate action.

Reading: Understands and interprets highly complex written material, including laws, rules, regulations and policies.

Writing: Uses correct English grammar, punctuation and spelling; communicates information in a succinct and organized manner; produces complex written documents or information that is appropriate for the intended audience.

Oral Communication: Expresses information to individuals and groups effectively, taking into account the audience and nature of the information.

Decision Making: Makes sound, well-informed and objective decisions involving complex issues; perceives the impact and implications of decisions. Makes decisions with little or no supervisory review.

Problem Solving: Identifies and analyzes highly complex problems logically and systematically; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives and to make recommendations.

Reasoning: Identifies rules, principles or relationships that explain facts, data or other information; analyzes highly complex information; makes correct inferences and draws accurate conclusions by applying rules that involve many steps.

Information Management: Identifies the need for and gathers information from many sources; organizes highly complex or technical information to facilitate analysis and decision making.

Interpersonal Skills: Deals effectively with others; establishes and maintains effective working relationships with others; treats others with courtesy and tact.

Organizational Awareness: Understands and applies knowledge of the mission, functions, policies and procedures of the organization; understands relationships among units at different levels in the organization.

In addition to the above competencies, applicants for DENTIST MANAGER must possess the following competencies:

Supervisory Skills: Plans, assigns, directs, and evaluates the work of others; provides counseling and discipline as necessary.

Planning & Evaluating: Organizes work, sets priorities, determines resource requirements; determines short-or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Financial Management: Prepares, justifies and/or administers the budget for program areas; plans, administers and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

Managing Human Resources: Plans, distributes, coordinates and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately selected, utilized and developed and are treated in a fair and equitable manner.

Leadership: Influences, motivates and challenges others; adapts leadership style to a variety of situations.

External Awareness: Keeps abreast of relevant political, economic, social and technological issues that affect the organization/program; develops and maintains networks with various organizations.

Administration & Management: Directs and executes business functions, resource allocation and production.

MINIMUM QUALIFICATION REQUIREMENTS

License Required

Applicants must possess a valid license to practice dentistry in the State of Hawaii.

Experience Requirement

Experience: Some positions require professional dentistry experience.

In addition, applicants for DENTIST MANAGER must possess the following:

Supervisory Aptitude: Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Managerial Aptitude: Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

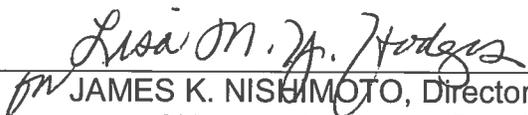
Physical and Medical Requirements

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is the first career group specifications for the DENTIST career group.

EFFECTIVE DATE: October 16, 2016

DATE APPROVED: 9/29/14



for JAMES K. NISHIMOTO, Director
Department of Human Resources Development